HUMAN RESOURCES BULLETIN

Promotion Criteria for Project Management Positions

June 2002

As a part of the promotion redesign process, the Center committed to developing promotion criteria for each skill and each grade as appropriate. The primary objective of this activity was to provide employees with clear and concise information on what is expected for promotion to the next higher-grade level. In addition, supervisors would have a tool that would provide consistent criteria to be used in determining an employee's readiness for promotion.

As you were informed in the August 2001 HR Bulletin, the eight established teams developed criteria for the following skill groups: Scientists (grades 12-15), Engineers (grades 7-15), Project Management (grades 13-15), Technicians (grades 3-12), Professional Administrative (grades 5-14), Paraprofessional (grades 5-8), Secretarial (grades 3-9) and Wage Grade (grades 10-12). The teams were instructed to adapt/redefine the existing Senior Promotion Criteria as appropriate, to determine what grades needed specific criteria and to develop examples.

The promotion criteria for scientists and engineers were each implemented and distributed in September and January respectively. The promotion criteria for project managers were provided to the Executive Council and the Diversity Council for their review, and are now ready for implementation. All employees may view these criteria at the OHR Web site (http://ohr.gsfc.nasa.gov) by selecting "Promotion" under the "Employee Performance and Development" heading. In addition, individual copies are being mailed to all project management supervisors in the Flight Projects and Programs Directorate, Code 400 and the Suborbital and Special Orbital Projects Directorate, Code 800.

Criteria for the other skill groups continue to be refined to ensure that they are as clear and useful as possible and will be published, as were the scientist and engineer criteria, following their review and acceptance by the Executive Council and the Diversity Council.

If you have any questions, please contact the Human Resources Specialist assigned to support your organization. You can find the name of the Human Resources Specialist assigned to support your organization at the OHR Web site: http://ohr.gsfc.nasa.gov.

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